Public Mining Claims Customer Information Report

Menu Option: Pub MC Customer Info Rpt

Purpose: This report is used to find claims related to a specific customer. This report lists all claims that are associated with a claimant's name within an administrative state, county, district office and field office. The report lists claimants alphabetically with address, city, state, and zip, customer ID and serial number and lead serial number.

Selection Criteria: The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criterion includes administrative state, claimant name, and disposition. Click the Next button to proceed.

Optional criterion include either the Meridian, Township, and Range **OR** Meridian, Township, Range, and Section. Other optional criterion includes County, District Office, Field Office, Administrative (Admin) Agency, or Case Type.

Choose your selection criterion carefully. Asking for too much information (e.g., all claims in your state) can tie up the LR2000 system, your own computer, and the printer for long periods of time.

Procedure:

1. Select **Pub MC Customer Info** from the reporting menu.



Report	
	Please Choose Criteria To Filter:
	Asterisk (*) indicates Mandatory Criteria - please select from the list of values.
	Claimant Name - enter one or more letter contained in the claimant's name (must be UPPER CASE).
	Click Next to continue.
	* Admin State (All Column Values) NULL AZ CA CO ES ID MT NM NV OR UT WY
	* Claimant Name begins with
	* Dispostion (All Column Values) ACTIVE CLOSED PENDING
	Next OK Reset ▼
	Refresh

Please notice that the mandatory criterion is indicated with an asterisk.

Identify the Mandatory Information:

- 2. *Admin State: Select one or more from the list, or select "All Column Values".
- 3. *Claimant Name: Using CAPITAL letters, enter the beginning letters of the claimant name.

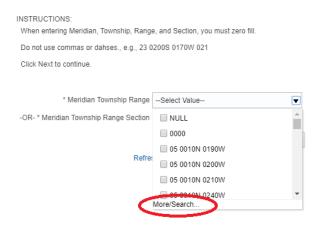
DOE (you will receive all the claimant names beginning with DOE)
DOE JOHN (you will receive all claimant names beginning with DOE JOHN)

- 4. *Disposition: Select one or more from the list, or select "All Column Values".
- 5. Click Next to proceed.

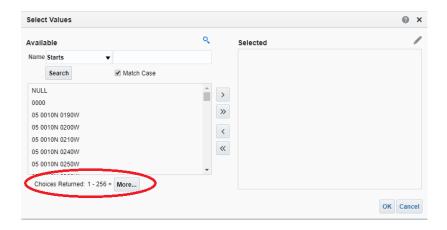
6. **Meridian, Township, Range OR Meridian, Township, Range, Section:** Make one or more selections from one of the options, using the down arrow button next to the field. Do not make a selection from both options. The report will not return any results.

Refresh

Cancel Previous Next OK Reset ▼

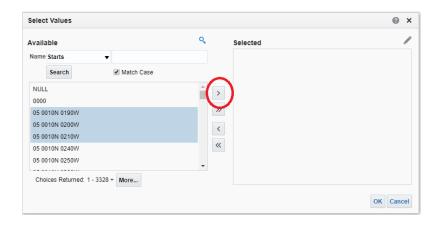


The drop down lists only display a limited amount of selections. To see more, click on "More/Search...".

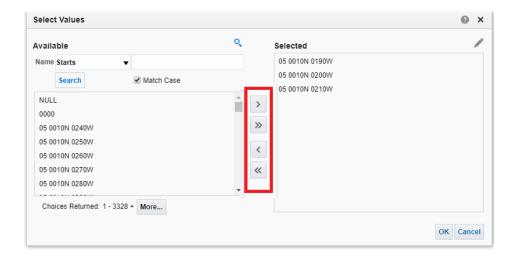


Approximately 256 rows of choices will be displayed at a time. To view more rows, click on the "More" button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like.

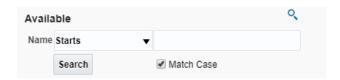


Click on the right arrow (>) to move your selection(s) to the "Selected" column.



The single right arrow (>) moves the only the selected rows to the right. The double right arrows (>>) move ALL rows to the "Selected" column on the right.

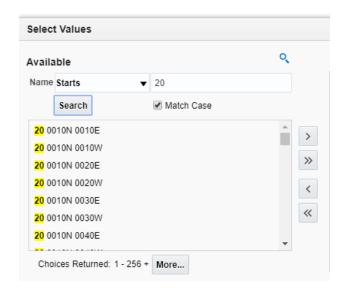
The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search. The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.



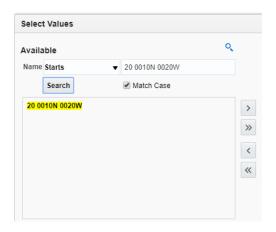
You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:



Since the Meridian, Township, and Range is a concatenated field, you must enter the search criteria in the format shown. For example, to search for any value that "Starts" with the Meridian of 20, enter 20 into the search field and click the Search button.

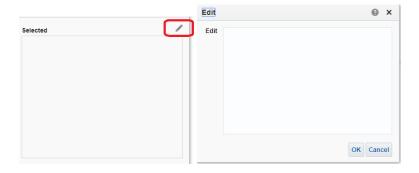


All values beginning with 20 are displayed.



If you are searching for a specific value, it must be entered exactly as shown above.

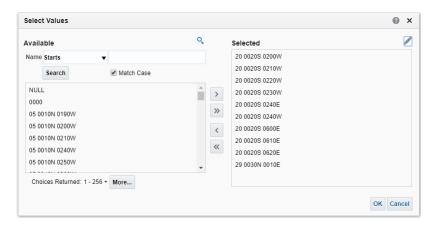
If you have a file with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.



This launches a small "Edit" box. From a Word document or Notepad, copy the list of values. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.



Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.

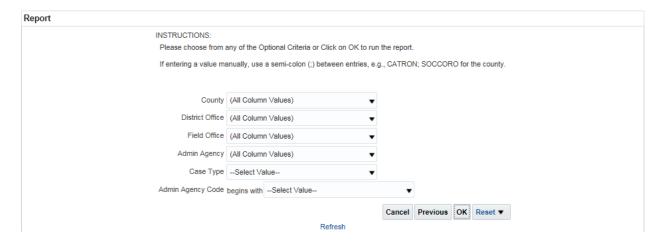


This places the list of values into the "Selected" column.



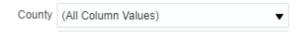
The list of values is now shown in the criteria page, separated with a semi-colon. Click Next to continue with the selection of other optional criterion, or click OK to process the report.

Identify the Optional Information:



The remaining optional criterion is County, District Office, Field Office, Administrative (Admin) Agency, or Case Type.

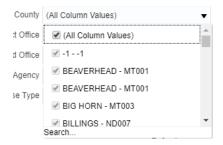
7. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected.



Click on the drop down arrow to see the list for county. Select one or more from the list, or leave the selection as "All Columns Values" (default).

Use the down arrow next to the criteria you would like and select one or more from the list by clicking in the small box next to the field. This places a check mark in the box to indicate it has been selected. The default is to select all criteria for the particular list. Click to remove the

check mark for (All Column Values) and then you may select one or more. The selections for County as shown below as an example.



You may click on the "Search ..." button to launch the search box described above.

8. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).



9. **Field Office:** The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).



10. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list, or leave the selection as "All Columns Values" (default).



11. **Case Type:** For Case Type, you may either select from the list, or you may enter the value directly into the box where it shows – Select Value - . You must enter the value exactly as displayed in the list, e.g., LODE (in all CAPITAL) letters, or LODE-NP.



Code: Click the dropdown for Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. Use the More/Search option to view all Admin Agency Codes. Refer to Reference Codes if needed

Process Report:

13. After selecting all criterions, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

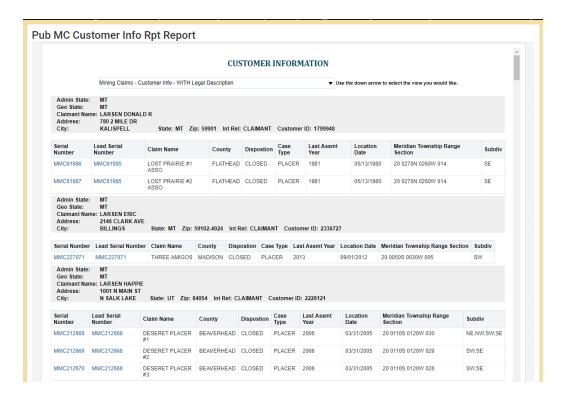


14. When processing has completed, there are several views for this report. The default view displays the information by Customer Info – WITH Legal Description.

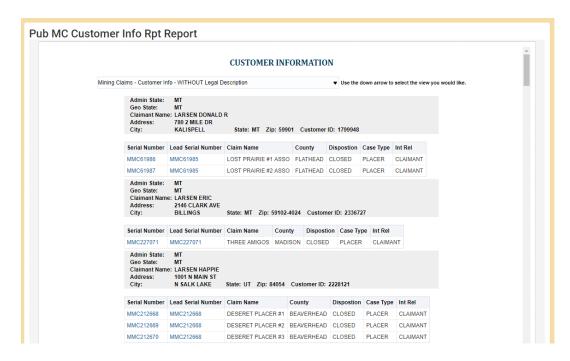


To view the other views, click on the down arrow to select a different view.

WITH Legal Description:



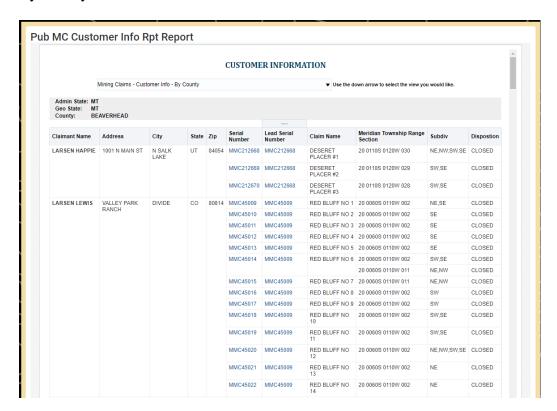
WITHOUT Legal Description:



With Serial No. and Claim Name:



By County:



With Serial No., Claim Name, and Acreage:



With Serial No., Claim Name, and Required Maintenance Fee



Banner Page:



The Banner Page displays the criterion used for the report.

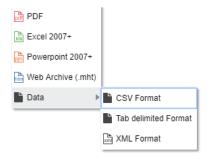
At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

- Return Returns to the criteria page.
- Refresh This will process the report again and refresh the data that is displayed.
- Print Allows you to print this report to .pdf format, or HTML format.



• Export – Allows you to export the data to various formats:



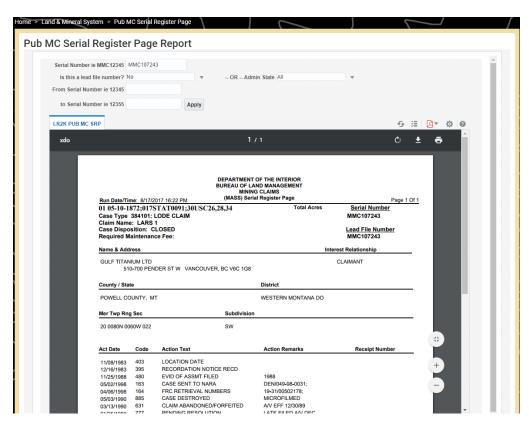
Links to Serial Register Page (SRP)

When the results of the report are displayed, the Serial Number and Lead Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number or Lead Serial Number. If the Lead Serial Number is selected, it will link directly to the Lead Serial Number and all associated Serial Numbers. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number or Lead Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed

in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.





When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.



Print Serial Register Page:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

You may close this new page to return to the results of the report.

